

POSITION DESCRIPTION	Senior Custodian 1	BC-2
Town of Needham	Municipal Building Maintenance	6/99

Duties

Under general supervision of the Municipal Building Maintenance Department serve as the senior custodial staff member responsible for cleanliness and general building maintenance duties at an assigned public building facility in the Town of Needham.

Directly responsible for building cleanliness, sanitizing, and sanitation, including immediately adjacent grounds and routine general maintenance of the assigned facility. Directly perform related duties.

Inspect building structural, mechanical, and plumbing components as well as building hardware and furniture. Make repairs where applicable and report more extensive work requirements to Municipal Building Maintenance through established work order procedures.

Perform routine building maintenance activities such as: checking boilers and burners, oiling fuel pumps, taking and reporting oil tank readings, cleaning oil strainers, changing unit ventilator filters, replacing light bulbs, clearing snow and ice from stairs, entrances, and walkways, and other duties as determined by the supervisor.

Coordinate custodial and routine maintenance services with the Supervisor of Custodial Services and Director of Municipal Building Maintenance. Participate in reviewing custodial and general maintenance issues and requests, prioritizing responses, determining needs and requisitioning trades staff services. May attend related administrative meetings.

Directly responsible for total storage and disposal of materials as well as ordering and requisitioning custodial supplies through the Municipal Building Maintenance or warehouse. Check in and coordinate building delivery or storage of all deliveries of maintenance, custodial, educational, library, administrative and/or food service supplies as directed.

Responsible for maintaining building security and safety including opening building at beginning of each day, instructing subordinates in securing building during and at end of the day, and responding to "call back" situations from alarm company on a 24-hour basis.

May lead and instruct custodial staff on all shifts in the execution of their duties, including assignment of duties and work schedules; monitoring of interactions with building occupants, including staff, visitors, students and/or the general public; maintenance of attendance and performance records; and evaluation and counseling of staff, referring all disciplinary issues to the supervisor.

Perform other such duties as supervisor deems reasonable and appropriate, such as but not limited to moving furniture, picking up and delivering materials, removing graffiti, minor repairs, painting, etc. Perform other related duties as assigned.

Basic Knowledge

Duties require completion of four years of high school or equivalent, including knowledge of cleaning techniques, building operations and supervisory skills.

Experience

Position requires five years of experience in custodial services, including supervision.

Independent Action

Incumbent works under general supervision of the Senior Custodian 2, or the Supervisor of Custodial Services, or the Director of Municipal Building Maintenance of the Municipal Building Maintenance Department referring to the supervisor on disciplinary problems and changes in operating procedures. May serve as lead custodian in larger facility on second shift, under general supervision of the Senior Custodian 2.

Supervisory Responsibility

May serve as lead custodian to custodial personnel, restitution workers and/or volunteers in an assigned facility.

Physical and Environmental Standards

- Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable positions.
- Frequent periods spent bending, stooping and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms.
- Regular and sustained periods of strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.